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|  Newington Police Department General Order |  Number 41.1 |
| Patrol – Organization and Administration | |
| Chapter 41 – Patrol Operations | |
| Date: July 1, 1993 | Revised: February 16, 2022 |
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1. Patrol Function

- A. The primary function of the Patrol Division is to provide law enforcement services to the community on a 24-hour basis. The services provided by the Patrol Division are, but not limited to:
 - 1. Preventive patrol oriented toward prevention of crimes and accidents, maintenance of public order, and the discovery of hazards to the public.
 - 2. Response to calls-for services.
 - 3. Investigations of crimes, offenses, incidents, and conditions, including arresting offenders.
 - 4. Traffic direction and control.
 - 5. Providing emergency services.
 - 6. Reporting of information to appropriate organizational components

2. Coordination between Patrol and Other Department Functions

- A. The Patrol Division will encourage and support the exchange of information with specialized and support components for the purpose of coordinating performance.
- B. Interdivision communication will be facilitated by the following:
 - 1. Attendance of Division Commanders at staff meetings with the Chief of Police.
 - 2. Attendance of Supervisors from all divisions at periodic Supervisors meetings called by the Patrol Division Commander.
 - 3. Regular communication between Division Commanders.
 - 4. Attendance of personnel in specialized assignments at Patrol Roll Calls.

3. Span of Control of First Line Patrol Supervisor

- A. To help ensure adequate supervision, guidance, and coordination of patrol officers, the span of control of first line Patrol Supervisors should not exceed 12 employees; however, situations may arise where the number may exceed 12.

4. Roll Call

- A. It is the primary responsibility of the Shift Commander or Supervisor to see that Patrol Officers are properly assigned, inspected, and briefed on all pertinent information available.
- B. Roll calls will be conducted at the beginning of each shift each day.
- C. Each officer will possess all normal equipment needed for the workday prior to the beginning of roll call.
- D. Roll call procedures:
 - 1. Each officer will be in full uniform upon reporting to roll call. The uniform must be clean and pressed. All duty gear including footwear must be clean and polished.
 - 2. Each officer will be inspected for.
 - a. Personal care and grooming.
 - b. Uniform.
 - c. Equipment.
 - 3. Each officer should be seated and prepared to take notes.
 - 4. Attending personnel shall act in a professional manner. Derogatory comments, sarcasm or other acts, which disrupt roll call, will not be tolerated.

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5. The Shift Commander or Supervisor will brief attending personnel on pertinent information from previous shifts, directives, memorandums, daily reports etc.
6. Roll call training will be conducted on an as needed basis.
7. Prior to dismissal of the roll call the Shift Commander or Supervisor should check with personnel present to see if they have any pertinent information to disseminate to others.

5. Radio Identification Numbers

- A. Officers assigned to patrol districts will use the shift designation number and district number they are assigned to as their radio identification number:
 1. Shift designations:
 - a. Midnight Shift – 100's.
 - b. Day Shift – 200's.
 - c. Evening Shift – 300's.
- B. Command Personnel designations:
 1. Chief of Police – 700. Deputy Chief of Police – 701.
 2. Patrol Commander – 600
 - a. Specialty assignments within the Patrol Division may be assigned a 600 series designator.
 3. Support Services Commander – 500.
 - a. Specialty assignments within the Support Services Division will be assigned a 500 series designator.
 4. Detective Commander – 400.
 - a. Detective Division personnel will be assigned a 400 series designator.
- C. All other police personnel will use their assigned identification number, as listed on the department call list, as their radio identification number.

6. Radio Communication with Other Agencies

- A. The radio system used by the Newington Police Department has the capability of transmitting messages to other police and emergency agencies. This may be accomplished by use of the RAFS, hotline, or other agency radio frequencies.
- B. When communicating with another agency the following procedure will be used:
 1. Dispatch center communications:
 - a. Identification - Newington PD to whatever agency is being contacted.
 - b. After the receiving agency(s) acknowledges - clear speech communication without the use of codes will be used to convey the message.
 2. Mobile/portable communications:
 - a. Identification - Newington plus radio identification number to whatever agency is being contacted.
 - b. After the receiving agency(s) acknowledges - clear speech communication without the use of codes will be used to convey the message.

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7. Calls Requiring More than One Officer

- A. Some calls may require response by more than one officer if the problem is to be dealt with effectively and safely. Dispatch personnel are required to obtain enough information from the caller to categorize the call for service. It is the responsibility of the Shift Supervisor to monitor all dispatched calls to ensure an adequate number of officers are sent. The following will be used as a guide and will generally require the response of a minimum of two (2) officers:
 - 1. An assault on an officer or an officer's call for assistance.
 - 2. On scene arrest for a felony or a violent misdemeanor.
 - 3. Crimes in progress.
 - 4. Domestic disputes in progress.
 - 5. Robbery/burglar alarms.
 - 6. Emergency medical calls.
 - 7. Motor vehicle accidents with injury or which have the potential of causing a traffic problem.
 - 8. 911 hang-up calls.
 - 9. Any call involving weapons.
 - 10. Any other call that the Shift Supervisor deems required.
- B. In all situations where more than one officer is sent, once the situation is under control and the back-up officer(s) is no longer required, that officer(s) shall promptly clear the call and resume normal duty.

8. Reports at Preliminary Court Proceedings

- A. The court for this jurisdiction allows the use of written reports and sworn affidavits at preliminary court proceedings in lieu of an officer's presence.
- B. Upon the arrest of any person or the issuance of a summons or infraction complaint for a criminal or traffic offense, a written report detailing the facts of the incident shall be completed along with other required documentation. This report and required documentation will be forwarded to court for use at the preliminary court proceeding.
- C. Notarized reports are required for the following:
 - 1. All arrests where the person is being held for court appearance.
 - 2. All felony arrests.
 - 3. DWI arrest reports.
 - 4. All juvenile arrest/referrals where the juvenile is being brought to the Juvenile Detention Center.

9. Incident Reports from Complaints Received by Mail or Telephone

- A. Unusual circumstances may occur that preclude personal contact with the person making a complaint. When this occurs the investigating officer, with the approval of a Supervisor, may take the complaint by telephone or by correspondence through the mail. The incident shall be investigated in the same manner as incidents received in person with a complainant.

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10. Supervisor Response

A. Incidents of a serious nature often arise that require the presence of a Patrol Supervisor at the scene for the purpose of assuming command. Whenever possible, Patrol Supervisors should respond to the following incidents:

1. Sudden or untimely deaths.
2. Verified robbery or robbery in progress.
3. Burglary in progress.
4. Serious assaults.
5. Officer in trouble.
6. Hostage incident or barricaded suspects.
7. Fatal or serious motor vehicle accidents.
8. Motor vehicle accidents involving department vehicles.
9. Any incident where requested by the officer on scene.
10. Any incident the Supervisor deems appropriate.
11. Any incident where directed by a Division Commander.

By Order of: _____

Stephen M. Clark
Chief of Police

Date